



# Temporary Food Facility (TFF) Vendor Requirements

**COUNTY OF SAN BERNARDINO – DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF ENVIRONMENTAL HEALTH SERVICES**

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# Section 1: Temporary Food Facility (TFF) Information

## Vendor Responsibilities

- A Temporary Food Facility (TFF) may only operate at community events approved by the County of San Bernardino Department of Public Health, Division of Environmental Health Services (DEHS).
- Each individual TFF booth must have a *Temporary Event Health Permit*.
- Review Sections 1, 2 and 3 of this packet. Ensure all TFF operating requirements are met.
- At least **48 hours** prior to the event, the vendor must submit to the any DEHS office the following:
  - 1) *Application for Temporary Event Health Permit (sections A & C for vendors)*
  - 2) Individual TFF Vendor Site Map (see sample in Section 5 of this packet)
  - 3) The appropriate fee for the issuance of a *Temporary Event Health Permit*.
- At the event, the vendors are encouraged to complete *Section 4: Temporary Food Facility (TFF) Self-Checklist* contained in this packet and retain it on-site.

## Fees

Fees are subject to change. Please visit our website at [www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs) and click on "Fee Schedule" to view current fees.

## Delinquency Fees

Vendors are subject to a delinquency fee per booth if all applications are not received 48 hours prior to the event. Individuals, organizations, or groups which do not obtain a health permit prior to the event are subject to closure and a penalty not to exceed three times the cost of the permit.

## Food Safety Requirements

All food booths must comply with the *Temporary Food Facility Operating Requirements* set forth by DEHS. Food safety in San Bernardino County is everyone's responsibility. The DEHS food inspection program, in partnership with the food industry, plays a major role in keeping food safe for consumers. Many people do not think about food safety until a food-related illness affects them or a family member. While the food supply in the United States is one of the safest in the world, the Centers for Disease Control and Prevention estimates that approximately 48 million people suffer from foodborne illness each year. Preventing foodborne illness and death remains a major public health challenge. To this end, DEHS Environmental Health Specialists inspect food establishments (including Temporary Food Facilities) to ensure safe food handling procedures are in place.

Temporary Food Facilities should be aware of that a foodborne illness outbreak can occur if they do not properly handle food. Infections like *Salmonella*, *E. coli*, *Listeria*, Norovirus and botulism, among others, can cause death or permanent injuries such as blindness, kidney failure, hearing impairment, paralysis, and permanent neurological damage. Each year in the United States, more than 128,000 people are hospitalized, and 3,000 die due to complications from a foodborne illness.

Factors contributing to foodborne illness include:

- Temperature abuse during storage or transport
- Improper cooking temperatures of food
- Lack of hygiene and sanitation by food handlers
- Cross-contamination between raw and ready-to-eat foods
- Foods from unsafe sources

Temporary Food Facility operators should follow the *Temporary Food Facility Operating Requirements* set forth by DEHS to help avoid a foodborne illness outbreak.

#### **Other Important Notes**

- NO HOME PREPARATION OR STORAGE OF FOOD IS ALLOWED except for registered and/or permitted Cottage Food Operations.
- All utensils and non-prepackaged foods must be covered or wrapped to protect from contamination during transportation and storage.
- Barbequing is the only food preparation that is allowed outside the booth, except as otherwise approved by DEHS prior to the event.
- Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements. Remember that all cooking equipment, other than barbeques, must be kept inside the approved booth per DEHS requirements.

## Section 2: Temporary Food Facility (TFF) Operating Requirements for Non-Prepackaged Food

### What do I need to know before setting up a Temporary Food Facility (TFF)?

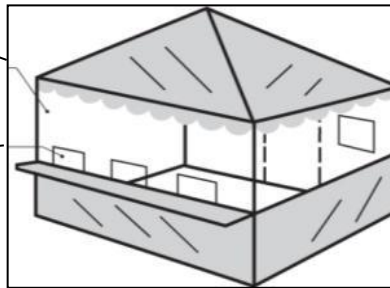
A TFF may only operate at community events approved by DEHS. Prior to an event, ALL Temporary Food Facilities must have a permit to operate. In addition to a permit, food operators must meet the following food booth requirements, which are adapted from the San Bernardino County and State Health and Safety Codes. Please call DEHS at (800) 442-2283 before purchasing or building a food booth or barbeque.

### What type of food booth construction/enclosure is acceptable?

*Clear plastic or light colored screening on both sides*

*13.5" x 16" Food service openings*

*No less than 18" between openings*



All food preparation, as well as exposed or unprotected food, shall be within an approved enclosure. The ceiling, walls and floors of the enclosure shall be constructed of acceptable materials.

- Ceilings constructed of: canvas or tarps
- Walls constructed of: canvas, tarps, plywood, fine-mesh window screening.
- Floors constructed of: tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable.

Grass or dirt floors are NOT acceptable and must be covered. Each booth shall indicate the name, city, and telephone number of the booth operator or permittee in letters legible and clearly visible to patrons.

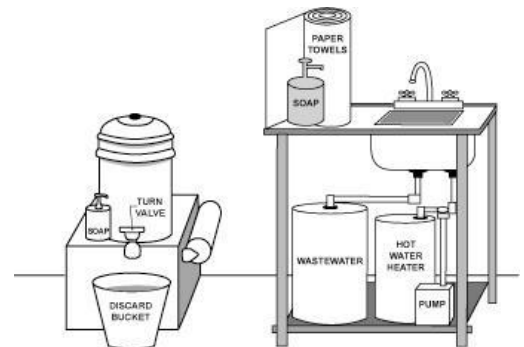
NOTE: Call the Fire Department prior to your event. The Fire Department may require approval of fire retardant booth material. Remember that all cooking equipment, other than barbeques, must be kept inside the approved booth per DEHS requirements.

### Are handwash sinks required in all food booths?

All booths with non-prepackaged food must have an approved method of handwashing. The preferred method is a sink with pressurized hot and cold running water. This set up is required for events lasting more than 3 days. For events lasting 3 consecutive days or less, a simplified hand wash set up is

allowed: a minimum of 5 gallons of preheated water in a container, with a spigot or spout (i.e. Igloo® or Cambro®) that provides a continuous flow of warm water leaving hands free for washing (no push button spigots). Both methods must include a bucket or container to collect the wastewater, a filled pump soap dispenser, and single use paper towels. **Hand sanitizers do not replace handwashing.**

Handwash sinks may not be shared and must be located within each booth. A utensil sink cannot be used for handwashing. Hands must be washed with soap immediately before all food preparation and after any activity that may contaminate your hands such as going to the bathroom, smoking, handling raw meats, coughing, sneezing and eating.



### **What kind of warewash sink is acceptable?**

A three compartment sink with pressurized hot and cold running water for cleaning equipment and utensils and other general cleaning purposes is required. The sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. One compartment must hold hot soapy water (min. 100 °F) for washing. The second compartment is to be filled with clear water for rinsing. The third compartment must contain a sanitizing solution of 100 ppm chlorine/bleach or 200 ppm quaternary ammonia. (NOTE: Never mix chlorine and quaternary ammonia into the same compartment.) Test strips must be available for testing the sanitizer concentration. Change water and replace soap and sanitizer frequently. Utensils should be air dried after sanitizing and prior to use.



Up to four booths may share a warewash sink, if they are within 100 feet of the sink. A warewash sink in a permanent facility may be used if properly located. Each booth, which requires water for utensils and hand washing, shall provide a supply of at least 20 gallons of water per day. Warewash sinks must have approved overhead protection.

### **Are restrooms required?**

Restrooms with associated handwashing station(s) must be provided within 200 feet of the food vendors.

### **We're only selling snow cones or hot dogs. Do we still need an enclosed food booth?**

Food such as popcorn, snow cones, pretzels, churros, nachos, ice, hot dogs and the related equipment

used in their preparation, are exempt from the food booth enclosure requirements when contained within an approved, fully-protected food compartment (case) which has four sides plus top and bottom. This compartment is to be constructed of Plexiglas or stainless steel. Sugar, syrup, salt or similar items used with above food items shall also be within the food compartment or in approved dispensers.

### **Can I use my food cart?**

Food carts that operate under a Mobile Food Facility permit may operate at a TFF event without an additional permit. However, the cart must be operated in compliance with Mobile Food Facility guidelines. This means the cart must be used for its intended purpose. Food carts that do not have a Mobile Food Facility Permit must obtain a TFF permit in order to operate at a TFF event. Food carts are subject to all TFF requirements.

### **How should food, utensils and equipment be stored?**

All food, utensils and equipment shall be stored, displayed, and served so they are protected from contamination, and shall be stored off the floor on shelving, boxes, or pallets.

### **How can I prevent foodborne illness?**

Potentially Hazardous Food consists of items such as hamburger, chicken, pork, rice and dairy products. Meat items need to be cooked to an internal temperature of 165°F. Use an accurate metal-probe thermometer measuring from 0°F to 220°F to check temperatures. Hot food must not be left in the "Temperature Danger Zone" of 45°F to 135°F.

1. **Hot food**-keep food temperatures at **135°F or above** (Hot food to be disposed of at end of day).
2. **Cold food**-keep food temperatures at **41°F or below** (45°F if disposed at end of day).
3. Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures listed above.

All food that is sold, given away or dispensed from a temporary food facility shall be from an approved source, safe and unadulterated. It is advisable to save sales receipts. The inspector may request verification of the source of the purchased products.

*No food prepared or stored in a private home may be used, stored, served, and offered for sale, sold or given away in a temporary food facility, except for registered and/or permitted Cottage Food Operations. Food preparation in RVs is not allowed.*

## How can I protect the food?

- Food workers must wash hands as frequent as necessary with warm water and soap. Hand sanitizers do not replace handwashing.
- Single use gloves may be used. Wash hands before putting on gloves and change gloves when switching tasks or when gloves become soiled or worn.
- Food contact surfaces (cutting boards) must be regularly cleaned then sanitized with an approved sanitizer (100 ppm chlorine or 200 ppm quaternary ammonia) to prevent cross-contamination.
- Sneeze guards or food covers must be approved and cleanable.
- Food samples must be offered to the customer by using napkins, plastic cups, toothpicks, forks etc.) Customer self-service is prohibited.
- Food handlers must not work in food booths when ill.
- Hair restraints must be worn. Employees must wear clean clothes / aprons. Employees' belongings shall be stored separate from food and utensils.



## What type of equipment do I need?

- Cold holding: mechanical refrigeration, freezer or ice chests.
  - Accurate thermometers are required to monitor temperatures.
- Hot holding: steam table, crock-pots, chafing dishes or hot holding cabinets.
  - All units shall be pre-heated prior to holding the food.

## How can I control insects? What do I do with waste?

Keep food covered to protect it from insects. Place garbage and paper waste in a refuse container with a tight-fitting lid. Dispose of wastewater in a sewer-connected sink or approved holding tank.

## What about barbeques (BBQs)?

- All BBQs must meet the requirements of DEHS and the Fire Department. Only BBQ fuels that have been approved by the Fire Department may be used.
- BBQs are only permitted outside of the booth.
- BBQs do *not* include griddles, ranges, ovens, and pits.
- Homemade BBQs are not permitted.
- All BBQs MUST have a cleanable cooking surface.
- The BBQ must be roped off or otherwise protected from the public.

- Foods must be placed directly on the grill (not cooked in a pan, skillet, or in foil).
- Foods stored at the BBQ are limited to those that can be barbecued directly on the grill and condiments such as BBQ sauce, relish, and catsup that are prepackaged or dispensed from approved pump-type, pour type or squeeze type containers. Buns rolls or garnishes such as lettuce, tomatoes, or pickles are not permitted to be stored at, or served from the BBQ.
- No cutting of meat is allowed on the BBQ.
- All food prep/ storage must be conducted inside the enclosed booth.
- Open-air BBQ must be protected from dust and other contamination by way of an approved lid or overhead protection.
- No animals allowed within 20 feet of an open-air BBQ.

#### **What about ice?**

- It is recommended that the ice be chipped, crushed, or in cubed form for food storage.
- Ice that is going to be consumed must be store bought or made on site.
- Ice used for keeping food cold cannot be used for consumption.
- Like other foods, ice must be stored off the ground and away from contamination.
- Ice scoops must be used for dispensing ice for consumption. Store ice scoop(s) in cleanable protective container(s) outside of the ice bin/container.

#### **How do I dispense condiments?**

All condiments must be dispensed from a squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.

#### **Miscellaneous**

Animals are prohibited within 20 feet of food booth, storage areas and by the barbeque. Smoking is prohibited within 20 feet of food booth, storage areas and by the barbeque.



## Section 3: Temporary Food Facility (TFF) Operating Requirements for Prepackaged Food

### What do I need to know before setting up a temporary food facility (TFF)?

A TFF may only operate at community events approved by the DEHS. Prior to an event, ALL temporary food facilities must have a permit to operate. In addition to a permit, operators must meet the following food booth requirements, which are adapted from the San Bernardino County and State Health and Safety Codes. Please call DEHS at (800) 442-2283 before purchasing or building a food booth.

### What is prepackaged food?

Prepackaged food is food in its original, unopened container from the manufacturer that is properly labeled with the company name, address, ingredients and net weight.

### What type of food booth construction/enclosure is acceptable?

A vendor selling prepackaged food is required to have overhead protection (canopy). Each booth shall indicate the name, city, and telephone number of the booth operator or permittee in letters legible and clearly visible to patrons.

### How can I prevent foodborne illness?

Provide an accurate metal-probe thermometer measuring from 0°F to 220° to check temperatures. Hot food must be kept hot and cold food must be kept cold. Food must **NOT** be left in the "Temperature Danger Zone" of 45°F to 135°F.

1. **Hot food:** Keep food temperatures hot at **135°F or above** (hot food to be disposed of at end of day).
2. **Cold food:** Keep food temperatures at **41°F or below** (45°F if disposed at end of day).
3. Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures listed above.

All food that is sold or given away from a temporary food facility shall be from an approved source: safe and unadulterated. It is advisable to save sales receipts. The inspector may request verification of the source of the purchased products.

*No home canned or home processed foods shall be permitted within a temporary food facility, except for registered and/or permitted Cottage Food Operations. [CHSC section 114339 (a)]*

**How can I protect the food?**

- Food shall be stored at least 6 inches above ground on shelving, boxes or pallets.
- Food shall be stored to prevent exposure to the elements (dust, moisture), rodents, and insects.
- Employee(s) belongings shall be stored separate from food.

**What type of equipment do I need?**

- Cold holding: mechanical refrigeration, freezer or ice chests.
  - Accurate thermometers are required to monitor temperatures.
- Hot holding: steam table, crock-pots, or hot holding cabinets.
  - All units shall be pre-heated prior to holding the food.

**How can I control insects? What do I do with waste?**

Place garbage and paper waste in a refuse container with a tight-fitting lid. Dispose of wastewater in a sewer-connected sink or approved holding tank.

**Can I give out unwrapped samples of my food product?**

As a prepackaged food vendor, all food must be given to the customer in a pre-packaged state. Requirements for a non-prepackaged food vendor must be met.

**Miscellaneous**

Animals are prohibited within 20 feet of food booth and storage areas. Smoking is prohibited in the food booth and storage areas.

## Section 4: Temporary Food Facility (TFF) Self-Checklist

This checklist is comprised of items DEHS looks for when performing temporary food facility inspections. It is available here so you can perform your own review of your operation prior to opening. We suggest that you carefully go through and “check off” those items that are in compliance. Those not checked would be considered a “violation” during our inspection, and need to be corrected. We hope this checklist assists you in maintaining your facility at the highest standards.

### PERMIT

- ☐ 1. Facility has a current Temporary Event Health Permit to operate at a community event approved by the Division of Environmental Health Services

### FOOD

- ☐ 1. Food is purchased from an approved source (licensed by the county, state, or federal government)
- ☐ 2. Food is inspected and found to be free from contamination, adulteration, and spoilage
- ☐ 3. Food is not prepared or stored in a private home, except for registered or permitted Cottage Food Operations.
- ☐ 4. All foods are stored a minimum of 6” off the floor
- ☐ 5. All paper products are stored in a manner so as to protect them from contamination
- ☐ 7. Foods, and food related products, are being protected from dirt, unnecessary handling, overhead leakage, and other forms of contamination
- ☐ 8. All food storage containers have tight fitting lids and are properly labeled.
- ☐ 9. Foods are dispensed in the self-serve area in an approved protected manner
- ☐ 10. Ice used for refrigeration purposes is not used for consumption in food or beverages

### TEMPERATURE CONTROL

- ☐ 1. Potentially hazardous foods are maintained below 45°F or above 135°F at all times, including transportation to the event
- ☐ 2. An accurate metal probe thermometer, accurate to + or -2 °F, suitable for measuring food temperatures, is readily available and is actively used to check food temperatures regularly
- ☐ 3. A thermometer, accurate to + or -2°F, is provided either as an integral part of the refrigerator and freezer (dial outside), or is located inside each unit at its warmest point, readily visible
- ☐ 4. Food products are thawed in one of the following methods only: a) in refrigeration units; b) under cold running, potable water of sufficient velocity to flush loose food particles; c) in a microwave oven; d) as part of the cooking process
- ☐ 5. Rapid cooling and reheating procedures are used for all potentially hazardous foods
- ☐ 6. Frozen food is actively maintained in a frozen state
- ☐ 7. Food is cooked to the following internal temperatures for at least 15 seconds as follows:
  - 165°F for poultry, leftovers for hot holding, stuffed fish and meat, microwave cooking
  - 155°F for hamburger, sausage, injected meats, eggs and egg dishes
  - 145°F for single pieces of meat and fish, eggs cooked to order

*Foods cooked per request do not need a minimal cooking temperature. Whole roasts, tri-tip may be cooked at a lower temperature as approved by State Law.*

### PERSONNEL

- ☐ 1. Employees wash their hands with soap and warm water (min. 100°F) at the following times: a) before starting work; b) immediately after using the restroom; c) any time needed to prevent food contamination
- ☐ 2. Employees handling food or utensils have no open sores, and are not sick

- ☐ 3. Employees are wearing clean outer garments
- ☐ 4. Where possible, tongs or other implements, rather than bare hands, are used for preparing/serving food.
- ☐ 5. Hair of employees is properly confined
- ☐ 6. Employees do not smoke or use tobacco inside a booth

#### **HANDWASH STATION**

- ☐ 1. Handwash sink with pressurized hot and cold water is available for booths operating for more than 3 days. Minimal hand wash (igloo type container which dispenses warm water, hands free, with catch basin) is available for booths operating 3 days or less
- ☐ 2. Pump soap and paper towels are available

#### **WAREWASH SINK**

- ☐ 1. An approved 3 compartment sink is available with hot (min. 100°F) and cold running water, soap and sanitizer for washing and sanitizing all utensils
- ☐ 2. Warewash sink is located within 200 feet of booth and is shared by not more than 4 booths
- ☐ 3. Warewash sink has overhead coverage

#### **UTENSILS/EQUIPMENT**

- ☐ 1. Approved warewashing method is used (wash, rinse, sanitize, air dry)
- ☐ 2. Testing materials to adequately test sanitizing methods are readily available (i.e. test strips)
- ☐ 3. All utensils are clean, sanitized and well maintained
- ☐ 4. Utensils are properly protected during storage
- ☐ 5. All equipment (i.e. stoves, grills, refrigerators, tables, sinks, etc.) is clean, well maintained and operable
- ☐ 6. Sufficient/adequate equipment is provided for the operation (refrigeration, hot holding...)
- ☐ 7. Food contact surfaces are properly washed and sanitized. Sanitizer is available
- ☐ 8. Barbeque has an approved cover
- ☐ 9. Barbeque is separated from public access by using ropes or other approved methods to prevent injury

#### **WATER AND SEWAGE**

- ☐ 1. Water used for food processing, utensil washing and hand washing is potable
- ☐ 2. Any connection to a public water supply is protected with approved backflow or back-siphonage device
- ☐ 3. All wastewater is draining properly to a sewer or an approved holding tank

#### **BOOTH CONSTRUCTION/CONDITION**

- ☐ 1. Floors are cleanable, well maintained and in good repair
- ☐ 2. Booth enclosure for non-prepackaged food is fully enclosed with roof, and 4 sides; or approved food compartments
- ☐ 3. Wall screening is 16 mesh per square inch
- ☐ 4. Identification of operator is clearly visible to patrons (Name of facility in 3 inch high letters; and city, state, ZIP code in 1 inch high letters)

#### **LIGHTING AND VENTILATION**

- ☐ 1. Adequate lighting is available during evening hours
- ☐ 2. Adequate ventilation is available to provide a reasonable condition of comfort for each employee

#### **PEST CONTROL/ANIMALS**

- ☐ 1. Booth is free of insects and rodents
- ☐ 2. Live animals are kept at least 20 feet away from booth
- ☐ 3. Outside doors/screen doors are closed during preparation/operation

- ☐ 4. Only approved pesticides are used and stored in the proper manner

**CHEMICALS/CLEANSERS**

- ☐ 1. Chemicals and cleansers are stored so they cannot contaminate food, food contact surfaces, or utensils
- ☐ 2. All chemical and cleaning agents are properly labeled and used consistent with the manufacturer's instructions

**REFUSE**

- ☐ 1. Refuse is kept in leak proof, rodent proof containers
- ☐ 2. Outside refuse container lids are closed
- ☐ 3. Refuse is removed as frequently as necessary so as not to create a nuisance
- ☐ 4. Outside premises are clean and well maintained

**TOILET FACILITIES**

- ☐ 1. Toilet facilities are available within 200 feet of booth
- ☐ 2. Toilet facilities are provided with approved handwash facilities

**THE FOLLOWING CONDITION(S) IS/ARE SERIOUS. YOUR FACILITY MUST CLOSE UNTIL THEY ARE ABATED.**

- ☐ 1. Overflowing sewage (inside or outside)
- ☐ 2. No potable water
- ☐ 3. No hot water
- ☐ 4. No electricity (when required for refrigeration, lighting etc.)
- ☐ 5. Booth not set up with hand wash station in place prior to food preparation
- ☐ 6. Inclement weather hinders proper sanitation
- ☐ 7. Actual or potential threat to the public health and safety (foods out of temperature, inadequate sanitization, etc.)

**QUESTIONS?**

Contact the nearest DEHS office in your area and ask to speak to an Environmental Health Specialist, or visit our website at [www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs).

**Operator's Inspection Notes**

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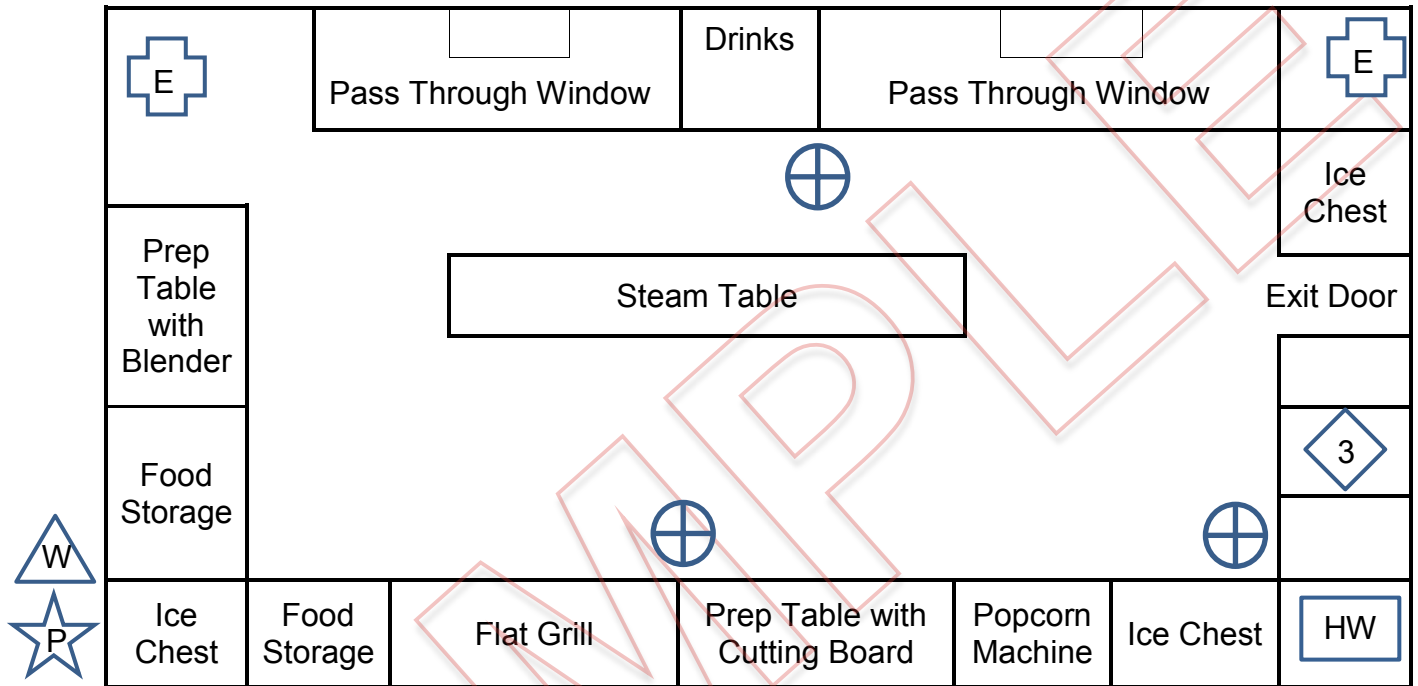
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## SECTION 5: Example of a TFF Individual Vendor Site Map




 = Indicate ALL EQUIPMENT including food preparation tables, food storage, etc.


 = Hand washing station with soap and paper towels

 = Three compartment sink provided by the Event Organizer

 = Waste Water Disposal Site

 = Trash Receptacle

 = Potable Water Source

 = Electricity (if provided)